

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2011 – 0005

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: HR Handbook Update – Layoff Issues

Issue Date: April 14, 2011

This is to advise agencies that the following templates relative to layoff issues have been revised. These templates are located in the HR Handbook at *Layoff Issues*.

- Revised – *Layoff Template #3, Sample Layoff Plan* – added Position Number as one of the required items to report on #7 of the layoff plan to further identify positions targeted for abolishment.
- Revised – *Layoff Template #6, Final Notification for Permanent Employees Without Relocation Offers* and *Layoff Template #7, Final Notification for Permanent Employees Whose Positions are Being Abolished or Vacated Who Will Have Relocation Offers* – added specific information regarding the reasons for employees to submit the Civil Service Application with the DPRL form.
- Revised – *Layoff Template #12, Sample Memo Giving Final Information to the Laid Off Employee* – added more information under Retirement Contributions relative to changes since July 1, 2006.

REASON FOR THE CHANGE:

The layoff templates were revised to clarify which positions are targeted for abolishment in a layoff and to stress to employees the importance for submitting the DPRL form and Civil Service application when determining their placement on the DPRL.

If you have any questions, please contact your Assistance Coordinator at (225) 342-8274.

Sincerely,

s/Shannon S. Templet
Director